A Training Program for Microsoft® Office 97

Computer Based Training

Also Includes Windows® 95 & NT Basics

Independence Blue Cross

Family of Companies

CD INSTALLATION AND USE

Windows® 95/NT

1. Insert your CD into your CD-ROM drive.
2. Select START from the task bar.
3. Select RUN from the START menu.
4. Run the setup program from the CD.
   - **Example:** D:\setup
   - Click OK.

   ➪ **Go to step #5.**

Windows® 3.1

1. Insert your CD into your CD-ROM drive.
2. Select the **FILE RUN** command.
3. Type the CD-ROM drive letter and Setup.exe in the Command Line Box.
   - **Example:** D:\Setup.exe
   - Click OK.

   ➪ **Go to step #5.**

5. The Welcome Screen will become visible.
   - Click OK.
6. The installation program will ask, "What would you like to do?" Select "Run the courses from the CD." You can choose to load the course on your hard drive, but each course can take about 19MB to 40MB of hard disk space.
   - Click OK.
7. The installation program will ask, "Where is the CBT Systems course CD located?"
   - Select "A local drive"
   - Click OK.
8. A list of all the courses on the CD will be displayed. Select the courses that you wish to install. You may install one, several, or all of the courses. Each course requires approximately 50KB of disk space when you run the courses from CD.

- Click OK.

(**Note:** You may install additional courses at a later time by re-running the SETUP Program).

9. The installation program will display a confirmation window listing the courses you have chosen to install.

- Click OK.

10. The CBT Systems course installation program will prompt you for the location where you want the student information to be stored. Install this in a subdirectory called CBTLIB off the root of your hard drive. Click OK.

- **Example:** C:\CBTLIB

11. The courses you have selected will be setup in the subdirectory you chose.

- Click OK.

12. The installation process has finished.

- Click OK.

If you have any questions or problems contact the CBT Technical Support Helpline at 1-800-938-3247. They are available to assist you from 4 a.m. to 9 p.m. Monday through Friday.

Taking a Course

1. Ensure the CBT CD is in your CD-ROM drive. For Windows 95/NT, from the Start menu select Programs, CBT Systems Courses. Click on the course you wish to take. If you are using Windows 3.1 double-click on the CBT Systems Courses program group. Then double-click on the course icon.

2. If this is the first time you are running the course, type self. On the next screen, type your last name, first name in the name field, and your associate ID number in the number field.

3. When you re-enter the course, type your associate ID number in the number field. When you reach the Course Map screen press the Bookmark button to return where you last left the course. You do not need to self-register to that course again, however, you must self-register to every course, the FIRST time you access it.

Completing a Course

After completing a course, run the CBT Remove Utility.

1. If you are using Windows 95/NT, under Programs select CBT Systems Courses, CBT Remove Utility. For Windows 3.1 double-click the icon located in the CBT Systems Courses program group.
2. The Welcome Screen appears. Click Continue.
3. The program will ask, "Which task would you like this utility to perform?"
4. Select "Remove all course-related files."
   - Click OK.
5. The program will ask, "Enter the path where the course(s) is/are stored?" This field should already be completed.
   - **Example:** C:\CBTLIB
   - Click Continue.
6. Select the course(s) and Click OK.
7. Confirm your choice and Click OK.
8. The CBT Remove Utility is now complete.
   - Click OK.

CBT Courseware Use and Copyright Agreement
We have licensed courseware from CBT Systems for the internal use of their courses. When using courseware, you need to fully understand that no copying of CBT courses for people outside of our organization is permitted.

TRAINING COURSE METHODOLOGY

CBT training is a learner-paced training method, which means that the learner can work at a pace that suits his/her particular needs. The learner may access the course as many times as needed. For instance, the learner may need to quickly review a command, function, or look up a word from the glossary. Easy access of each CBT Course puts information quickly at your fingertips.

Course Structure

The CBT courses are structured into learning units. These units develop a particular theme, and may consist of one learning topic or several related learning topics. Each unit is discrete, and has its own set of objectives and summary screens.

Course Main Menu

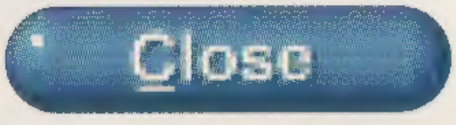
When you first enter a course, you will be presented with the course map, which also functions as the course main menu, with course units listed. To see the topics menu for any unit, double click that unit. Other options available on the Main Menu include:

Takes you back to the start of the screen you were in when you last left the course (only if you have been into the course before).

Most courses include a test. This will offer the opportunity to test your personal knowledge of the subject.

Monitors the parts of the course which have been accessed and your test scores (if applicable).

Each course includes a Glossary of terminology, functions and commands.



To close the screen currently active and return to the previous screen.

Takes you out of the course.